How to Create a PowerSchool Account

Created by Tyler Payant

Note: This guide is intended for parents/guardians with students that currently attend Lethbridge School Division.
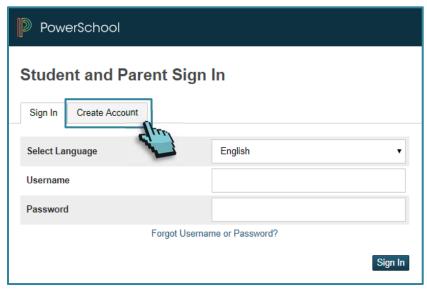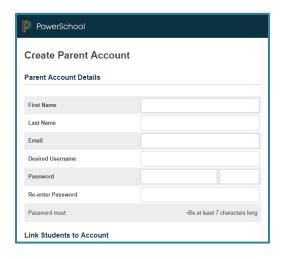
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STEP 1– Open your internet browser and navigate to the following address:
https://ps.lethsd.ab.ca
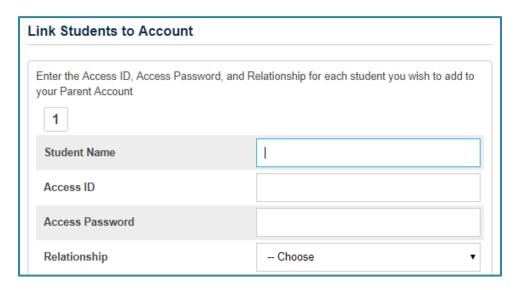
STEP 2- Click on **Create Account**

STEP 3- Complete the **Create Parent Account** form

STEP 4- Complete the **Link Students to Accounts** form. The **Access ID** and **Access Password** can be obtained from your school office.

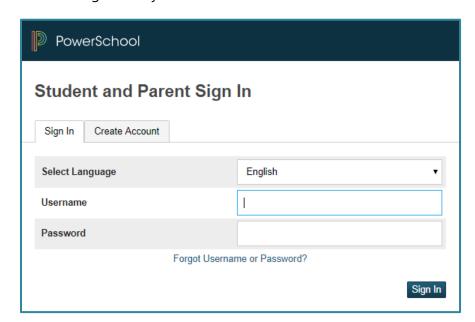*Note: You must have a minimum of one student linked to your account.*

STEP 5- Click on **Enter** (*Located at the bottom of the form*) to submit.
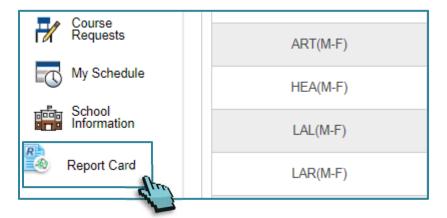
How to Access your child's Report Card

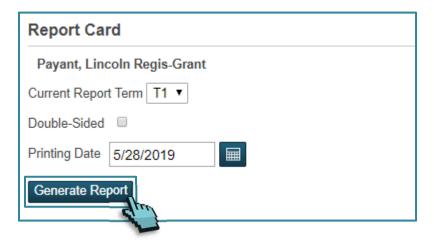**STEP 1**– Navigate to the Parent Portal by using the following address: http://ps.lethsd.ab.ca

STEP 2- Log in with your **Parent account**

STEP 3- Click on the **Report Card** button (located in the bottom left side of the screen)

STEP 4- Click on **Generate Report.**

Printing Tip: *After generating a report card, press CTRL+P to open your browser's printing options (Microsoft Windows)*

How to view Teacher Comments

STEP 1– Navigate to the Parent Portal by using the following address: http://ps.lethsd.ab.ca

STEP 2- Log in with your **Parent account**

STEP 3- Click on **Teacher Comments** (Located on the left side of the screen)

NOTE: Teacher comments will be displayed next to each course in the Comments column.